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# Section 9.4 FUNCTIONS MENU TKU Processing Missing Tab (Generate Timesheet)

Purpose	This section provides the procedures to display employees who have not submitted a timesheet for a selected pay period by using the <b>Missing</b> tab. Users may generate a timesheet for an employee who is listed in the Timesheet window based on his/her default work schedule or standard hours. A timesheet with zero hours may also be generated.	
Tab	Missing	
Reminders	1. The Missing tab is accessed through the Functions, TKU Processing items on the menu bar.	
	2. All employees within a TKU must have a timesheet submitted before any of them can be released. The <u>number</u> of employees who did not submit a timesheet are identified on the TKU Review tab. The Missing tab identifies <a href="who">who</a> the employees are. Once the employee is identified a user may view an employee's timesheet by accessing Data Collection, Time tab or the Data Collection Inquiry window. If a timesheet has been saved, a 'Y' displays in the TA field on the Selection List window.	
	3. A timesheet may be generated at any of the steps in the TKU process (audit, certify or release) based on an employee's default work schedule (if one exists), standard hours or zero hours.	
	A zero hours timesheet may need to be generated for employees who have no hours to report for the current pay period (i.e., employee is out on sick leave and has exhausted their sick leave usage or employee has departed but the departure has not been processed yet).	
	Continued	

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## **Missing Tab**

Reminders (Continued)	<ul> <li>4. A timesheet must be submitted for each employee or the system will automatically generate one based on the following:</li> <li>Standard hours for full-time employees</li> <li>Average hours for PI and part-time employees</li> <li>Zero hours for non-career, Special Personal Services (SPS), or employees with pending final pay</li> </ul>	
References	No Specific References	

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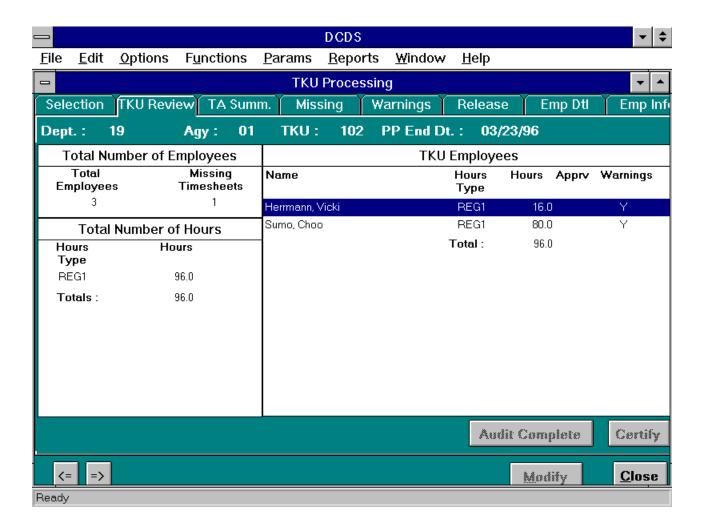
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#### **TKU Review Tab**

The following window is displayed when the selection criteria information has been entered and the TKU Review tab is selected. The TKU Review tab displays the Total Number of Employees window which indicates the number of employees who have submitted timesheets and those that are missing. Click the Missing tab to display the employee names. The Missing tab is displayed on the following page.



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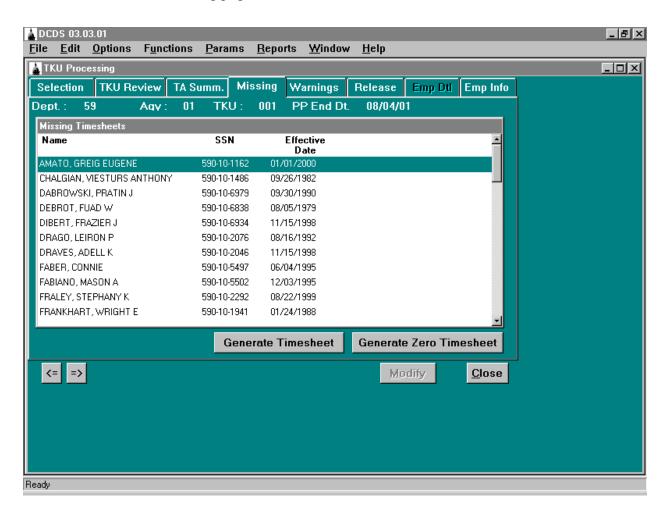
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#### **Missing Tab**

The Missing tab is not activated until the selection criteria information has been entered, the TKU Review tab clicked and there are timesheets that have not been submitted. The following window is displayed when the Missing tab is clicked. The fields displayed and the steps to generate a timesheet are described on the following pages.



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### DCDS Input Procedures Missing Tab (Generate Timesheet)

The following information is displayed:

Field Name	Description
Name	The employee's name.
SSN	The employee Social Security Number.
Effective Date	The Effective Date of employee's current position.

Follow the steps below to generate a timesheet.

Step	Field Name	Action
1	Generate Timesheet	The name of employee(s) that have not submitted a timesheet will be displayed in the Missing Timesheets window. Highlight the name(s) or use Edit-Select All from the main menu bar to select which employees need a timesheet generated. Click on the Generate Timesheet button. Timesheets will be generated for all those highlighted.  Note: A timesheet reporting the default or standard hours will be generated and is ready to be released. The Missing Timesheets window will be updated.
2	Generate Zero Hours Timesheet	Highlight the name(s) or use Edit-Select All from the main menu bar in which a zero hours timesheet will be generated. Click on the Generate Zero Hours Timesheet button.  Note: A timesheet reporting the zero hours will be generated and will be ready to be released. If each employee does not have a timesheet submitted by the time the TKU is released, a system generated timesheet will be released reporting the employee's standard hours.

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## DCDS Input Procedures Missing Tab (Generate Timesheet)

Step	Field Name	Action
3	Close Button	Click the Close button to close the window <i>or</i> do one of the following:
		<ul> <li>To view an updated status of time information for a TKU, click on the TKU Review tab. The Total Number of Employees window displays a total of missing timesheets for a TKU.</li> <li>If displaying additional TKU processing data, click on the appropriate tab(s).</li> </ul>